

PEORIA UNIFIED SCHOOL DISTRICT #11
Request for Approval of Gift/Donation

Date: _____

Donor: _____

Address: _____

City/Zip: _____

School/Site Donated To: _____

Program: _____

| | |
|---------------------------|-------|
| Cash/Check Amount: | _____ |
| Check #: | _____ |

- How will donation be used? _____

Non-Cash Item:

- Description of Donation: _____
- Value: \$ _____
- How was value determined? _____
- How will donation be used? _____

Does this gift/donation create a Title IX issue? Yes No

(The principal should contact the appropriate District Administrator with any potential concern or question regarding Title IX issues related to any gift/donation)

Signature of Building Administrator: _____

Equipment of \$1,000 in value will be tagged with a District tag.

Donation of Technology Equipment requires the Technology Donation Addendum Attachment

Signature of Administrator for Information Management and Technology

Signature of Administrator for Budget and Finance

Return completed form to the Administrator for Budget and Finance at the DAC.

PEORIA UNIFIED SCHOOL DISTRICT #11

Request for Approval of Technology Gift/Donation

Version 12.03.09 is valid until June 30th, 2010

The Peoria Unified School District appreciates parent and community support. Support comes to the district in the form of volunteer work, monetary contribution as-well-as equipment donations. Unfortunately, computer equipment and peripherals are not always compatible or do not contain the necessary components to be placed on the PUSD network.

While the district appreciates these contributions, PUSD does ask that the equipment meet a set of minimum requirements. (Note: If the equipment does not meet the minimum requirements, please see "Donation Alternatives" on the next page.)

Minimum Requirements: (Good Working Order)

Desktop Computers

Processor = Intel Pentium D Processor with Dual Core Technology or Intel Pentium 4 Processors with Hyper-Threading Technology
2.0GHz or higher
Hard Drive = 60 gigabytes
RAM = 1 GB
CD Rom = Yes
Network Card (NIC) = Yes
Original Microsoft license certificate and media (CD)

Laptop Computer

Processor = Intel Pentium M Centrino 1.4Ghz or higher
Hard Drive = 60 gig
RAM = 1 GB
CD Rom = Yes
Network Card (NIC) Internal
Original Microsoft license certificate and media (CD)

Digital Cameras

Windows XP compatible
USB with cable
Software & drivers

Printers

Network
Laser
HP network capable
Xerox network capable
Dell network capable

Scanner

Windows XP compatible
USB with cable
Software & drivers

New Equipment

PUSD always appreciates the purchase of new equipment. If you are so inclined to purchase a new piece of equipment for one of our schools, please contact Kevin Molino at 623.486.6294.

Equipment must be in good working order. Schools assume responsibility for maintenance and repair cost involved for any donated equipment. It is highly recommended for schools to consult the IMT department prior to accepting any equipment.

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Brand Name: _____

Model #: _____

Serial #: _____

Processor Type: _____

Memory: _____

Hard Drive Size: _____

Description: _____

Operating System License Key: _____

How will donations be used? _____

What Software will be used with this Technology and who owns the licenses to this software?

Estimated Value of Donation? _____

Donation of Technology Equipment

- This equipment may not be connected to the district network.
- This equipment cannot be maintained or repaired by district staff due to unavailability of parts and/or trained staff.
- The recipient site must provide operating system software and application software. The site must assume responsibility for maintaining information pertaining to any software in compliance with district policy or copyright laws.

Requesting Staff Member

Date Submitted

School Site Administrator Signature

Date Approved

Attach completed Addendum to the Gift-Donation Form and return completed forms to the Administrator for Budget and Finance at the DAC.

Donation Alternatives

PUSD may not be able to accept a computer or peripheral for the following reasons:

1. The original operating system and installed software licenses are not with the donated computer
 - *Comment:* The district makes every effort to be in compliance with copyright laws. If software is loaded on a computer, it is only legal if we have proof of ownership or license for that software. It is not uncommon for a donor to give a machine that has the Windows operating system and copies of other commercial software already installed. Without proof of license, these software items must be removed or purchased by the district.
2. The equipment is not compatible with or does not contain necessary components to be placed on the PUSD network.
 - *Comment:* Non-standard equipment can present serious challenges when interconnecting with district systems and networks. A substantial amount of time can be spent trying to locate software drivers and troubleshoot systems to make them work properly with other district systems. At some point the time invested to set up and configure the equipment outweighs the value of the equipment.
3. The equipment is in need of repair.
 - *Comment:* Costs for repairing a piece of equipment that the district does not service can be substantial. Replacement of a computer motherboard or hard disk drive, for example, could cost more than the actual value of the equipment itself.
 - If the equipment is beyond repair, PUSD could be required to pay a disposal fee for the donated equipment.

As an alternative to donating your computer to PUSD, we recommend one of the following options:

1. Arizona Strut Foundation: <http://www.azstrut.org/>

Strut students are given the opportunity to work on computers and get the kind of valuable hands-on experience that companies are looking for, and the completed systems are donated to non-profit organizations such as local schools and charities.

Contact the Arizona Strut Foundation @ (480) 222-4066 or info@azstrut.org

2. National Cristina Foundation (NCF): <http://www.cristina.org/>

National Cristina Foundation (NCF) provides computer technology and solutions to give people with disabilities, students at risk and economically disadvantaged persons the opportunity, through training, to lead more independent and productive lives.

Contact the National Cristina Foundation (NCF) @ (203) 863-9100